

ELIGIBILITY

1 Background and Rationale

The Eligibility Form is used to determine eligibility of potential CHS participants. Information on demographic characteristics, level of general health, and functional status are collected. Individuals must meet all study eligibility requirements to qualify for further study participation.

In order to accommodate the Field Centers who wish to contact participants by telephone prior to making the Home Visit, several questions on the standard Eligibility Form were eliminated and some reordering of the questions was done. Question numbers are retained on the Eligibility Form--Telephone Version.

For many persons in the community, the only contact with the CHS will be through this interview, this provides an opportunity to build a positive image for the study.

It is important to convey appreciation for the valuable contribution of time and energy to each interviewee. A persons ineligible for the study nevertheless has made a valuable contribution by agreeing to the Home Visit, Household Enumeration and Eligibility interview.

2 Definitions

The CHS eligibility criteria are described below. To be eligible, a person must satisfy all criteria. Judgement regarding eligibility rests with the interviewer; while certain criteria are assessed by responses to Eligibility Form questions, others are based on interviewer observation. The eligibility criteria are as follows:

- 2.1 Age Eligibility--The person must be age 65 or above on the date of the interview.
 - 2.1.1 All sampled persons will meet this criteria, however, household members identified during enumeration must pass this criteria. Persons enumerated whose 65th birthday will occur between June 1, 1989 and May 30, 1990 are placed on a delayed recruitment list for contact following their 65th birthday.
 - 2.1.2 When a spouse or relative of the sampled person meets the criteria for delayed recruitment, the interviewer should inquire whether they prefer to delay recruitment until both are age-eligible. In this case, both persons are placed on the delayed recruitment list described above.
- 2.2 Ability to Communicate with Interviewer--The interviewee must be able to communicate with the CHS interviewer.
 - 2.2.1 Generally, communication is not possible when (1) interviewee does not understand and/or speak English (or other language of the interviewer), or (2) interviewee has a significant hearing and/or speech disability.

- 2.2.2 When communication is not possible, the interviewer should seek an individual in the home who can function as proxy for the interviewee; likely proxy candidates include a family member, friend, or caretaker.
- When a proxy is available, the interview should proceed with the proxy as respondent, and the potential participant present.
 - When no proxy is available, terminate the interview.
- 2.3 Active Treatment for Cancer--The interviewee must not be undergoing active treatment for cancer. Active cancer treatment includes:
- ! Radiation therapy
 - ! Chemo/immunotherapy
 - ! Hospice treatment
- 2.4 Cancer Within Past Five Years--THE ELIGIBILITY CRITERIA WERE MODIFIED AT THE SEPTEMBER 22-22 1989 MEETING TO ELIMINATE THE REQUIREMENT THAT A PERSON NOT HAVE HAD A CANCER DIAGNOSIS WITHIN THE PAST 5 YEARS.
- 2.5 Functional Ability--The interviewee must be able to:
- ! Sit
 - ! Lie supine
 - ! Move from room to room with or without aids such as a wheelchair, walker, crutches, and cane
 - ! Move to and from bed and chair without assistance or with assistance of one person.
- 2.6 Living in Area for 3 Years--The interviewee must plan to live in the study region for the next three years.
- The study region is defined as a primary residence within a 90 minute commute from the Field Center Clinic.
- 2.7 Able to travel--The interviewee must be able to travel to the clinic by car, van, or bus.
- 2.8 Not on a waiting list for Nursing Home admission--The individual must not be on a waiting list for Nursing Home admission.
- 2.9 Not participating in ARIC SHEP, or NHANES III--The individual may not be participating in the ARIC or SHEP or NHANES III studies.

3 **Methods**

The Eligibility Form is administered by a CHS-certified interviewer. The interview items should be administered in numerical order.

Introduction--copy from enumeration form

3.1 Question 1

3.1.1 Ask the interviewee to provide their name, home address (city, state, zip code), phone number, age and birthdate.

☐ Script: "Could you give me some information on yourself?"

Use the following scripts for administering these questions.

! Could you tell me your full name, including middle initial?

! Could you tell me your complete home address, starting with street number?

! What is your home telephone number, beginning with area code?

! What is your age?

! What is your birthdate?

! What is your Security Number? **Note: This information is required only when the interviewee was not a sampled person.**

- Prior to asking the question, read the disclaimer note printed on the Eligibility Form.

3.2 Question 2a--Race Please look at this card and tell me which best describes your race.

☐ Hand Card 1 to the interviewee.

☐ Place an "x" in the box next to the response given by the interviewer.

☐ Race is a self-reported item, do not make modifications to the interviewee's response.

☐ When the person reports their race as something other than those listed on the card, specify the race in the space provided on the form.

Question 2b--Ethnicity Do you consider yourself of Hispanic origin?

- ☐ Place an "x" in the box next to the response given by the interviewer.

Note: Ethnicity is a self-reported item, do not make modifications to the interviewee's response.

3.3 Question 3--Gender

- ☐ This item is completed by the interviewer from observation.
- ☐ Place an "x" in the appropriate box to indicate the interviewee's gender.

3.4 Question 4--Marital Status What is your marital status, are you married, widowed, divorced, separated or never married?

- ☐ Check the box for the appropriate marital status.
- ☐ Code "1 - Married" includes common-law marriages.

3.5 Question 5--What is the highest grade or year of school you have ever completed, including trade or vocational school, or college.

- ☐ Check the highest level of school attained. For example:
 - ! Ten years of school followed by a GED, = "GED".
 - ! Grade school through the fifth grade, followed by a two year trade school, = "Vocational School, 2 years"
 - ! College graduate followed by advanced degree such as MD, Ph.D., Law degree, masters degree etc = Graduate or Professional".
- ☐ Record a numeric value when the response is "No schooling" or 1 through 12.
- ☐ Use leading zeros; for example:
 - 0 = No schooling
 - 1 = 01
 - 2 = 02
 - ...
 - 9 = 09
- ☐ When the interviewee refuses to reply, put an "x" in the box "Refuses to Answer".

3.6 Question 6--Please look at the card and tell me which one best describes the kind of

work you have done most of your life.

- ☐ Hand Card 2 to the interviewee.
- ☐ Put an "x" in the box next to the response given by the interviewee.
- ☐ When the interviewee refuses to respond, put an "x" in the box "Refuses to Answer".
- ☐ When the interviewee's lifetime work cannot be categorized using the selections, specify the occupation in the space provided on the form and put an "x" in the box next to "Other, specify".

3.7 Question 7--Please look at this card while I read it all to you, then tell me which one best describes your current occupation.

- ☐ Hand Card 3 to the interviewee.
- ☐ Put an "x" in the box next to the response given by the interviewee.
- ☐ When the interviewee refuses to reply, put an "x" in the box "Refuses to Answer".
- ☐ When the interviewee's current occupation cannot be categorized using the selections, specify the occupation in the space provided on the form and put an "x" in the box next to "Other, specify".

3.8 Question 8--Which of the income groups on this card represents your total combined family income, before taxes, for the past 12 months? Include income from all sources such as wages, salaries, social security or retirement benefits, help from relatives, rent from property, and so forth. Please tell me the letter only.

- ☐ Hand Card 4 to the interviewee.
- ☐ Put an "x" in the box next to the response given by the interviewee.
- ☐ When the interviewee refuses to reply, put an "x" in the box "Refuses to Answer".

3.9 Question 9 - Would you say, in general, your health is excellent, very good, good, fair, poor?

- ☐ Read the question to the interviewee.
- ☐ Put an "x" in the box next to the response given by the interviewee.

- 3.10 Question 10 - How would you say your health compares to other persons of your age? Would you say your health is better than others your age, about the same as others your age, worse than others your age?
- ☐ Read the question to the interviewee.
 - ☐ Put an "x" in the box next to the response given by the interviewee.
- 3.11 Question 11 - During the past two weeks, how many days have you stayed in bed all or most of the day because of illness or injury? Do not include days in a hospital or nursing home.
- ☐ Read the question to the interviewee.
 - ☐ Record the number of bed-days in the space provided on the form. Valid codes are 00 to 14.
 - ☐ Use leading zeros; for example:
 1 = 01
 2 = 02
 . ..
 9 = 09
 - ☐ This item excludes bed-days which occurred during a hospitalization or nursing home stay.
 - ☐ When "00" skip to Question 13.
- 3.12 Question 12 - What illness caused you to stay in bed?
- ☐ Put an "x" in the box next to the response given by the interviewee.
 - ☐ When the interviewee's response cannot be categorized using the selections, put an "x" in the box next to "Other, specify", and record the illness/condition in the space provided on the form.
 - ☐ When the interviewee indicates more than one illness was responsible for bed days, put an "x" in the box next to "Other, specify", and when available, record the number (from inside the code box) of each illness/ condition in the space provided on the form.
- 3.13 Question 13 - Have you been told by a doctor that you currently have any of the following conditions?
- ☐ Read the each condition and check "Yes", "No", or "Unknown".

3.14 Question 14 - Have you ever been diagnosed with cancer?

- ☐ Read the question to the interviewee.
- ☐ Put an "x" in the box next to "Yes" or "No".
- ☐ If "no" to Question 14, go to Question 15.
- ☐ If "yes" to Question 14, read Question 14a and 14b.
 - ☐ Question 14a - Are you currently undergoing active treatment for cancer?
! Check "Yes" or "No"
 - ☐ Question 14b - Have you had cancer during the past five years?
 - ! Check "Yes" or "No"
 - ! If "yes" to Question 14b, read Question 14c.
 - ! If the interviewee has had more than one cancer during the past five years,
 - ☐ Question 14c - Please tell me the type of cancer you had?
 - ! Allow the respondent to supply the type of cancer and check the box next to that cancer.
 - ! If the respondent has had more than one "ineligible" cancer during the past five years, check the box next to the first cancer diagnosed.

3.15 Question 15 Have you smoked more than 100 cigarettes or 5 packs of cigarettes in your lifetime?

- ! Check "Y - Yes" when the participant reports that s/he smoked cigarettes at some time during his/her life.
- ! Check "N - No" when the participant reports that s/he has never smoked cigarettes during his/her life.
 - If "N - No", skip to 17.
- ! Check "D - Don't Know/Refused" when the participant reports that s/he does not know if s/he smoked cigarettes, or when the participant refused to answer the question.

- 3.16 Question 16 Have you smoked cigarettes during the last 30 days?
- ! Check "Y - Yes" when the participant reports that s/he smoked cigarettes during the last 30 days.
- ! Check "N - No" when the participant reports that s/he has not smoked cigarettes during the last 30 days.
- ! Check "D - Don't Know/Refused" when the participant does not know or refused to answer the question.
- 3.17 Question 17 - How tall are you?
- 3.17.1 This item is self-reported.
- 3.17.2 Record the interviewee's height in feet and inches, rounded down to the nearest inch.
- 3.18 Question 18 - How much do you weigh?
- 3.18.1 This item is self-reported.
- 3.18.2 Record the interviewee's weight in pounds, rounded down to the nearest pound.
- 3.19 Question 19 - Because of any physical or health problem, do you need the help of other persons with your personal care needs, such as eating, bathing, dressing or getting around the home?
- This item is self-reported.
- Check "No" when the interviewee reports no need for assistance with the above activities of daily living.
- Check "Yes" when the interviewee reports need for assistance of any kind with the above activities of daily living.
- Check "Don't Know" when the interviewee is unable to respond or refuses to answer.
- 3.20 Question 20 - Because of any physical or health problem, do you need the help of other persons in handling your routine needs, such as everyday household chores, doing necessary business, shopping or getting around for other purposes?
- This item is self-reported.

- ☐ Check "No" when the interviewee reports no need for assistance with the above activities of daily living.
- ☐ Check "Yes" when the interviewee reports need for assistance of any kind with the above activities of daily living.
- ☐ Check "Don't Know" when the interviewee is unable to respond or refuses to answer.

3.21 Question 21 - Can you do the following activities without difficulty?

- ☐ Read each activity and check "Yes", "No", or "Don't Know".
- ☐ If "yes" to all of the activities, skip to Question 23.
- ☐ If "no" or "don't know" to "Walk around your home" go to Question 22.

3.22 Question 22 - Are you able to walk from room to room independently or with a cane or walker.

- ☐ Read the question to the interviewee.
- ☐ Check "Yes" when the interviewee reports no need for assistance.
- ☐ Check "No" when the interviewee requires assistance beyond a cane or walker.
- ☐ Check "Don't Know" when the interviewee is unable to respond or refuses to answer.

3.23 Question 23 Are you planning to live in this community for the next three years?

- ☐ Read the question to the interviewee.
- ☐ Check "Yes" when the interviewee plans to live in the community for at least three years.
- ☐ Check "No" when the interviewee has plans to move outside the community during the next three years.
- ☐ Check "Don't Know" when the interviewee is unsure whether s/he will remain in the community for the next three years.

3.24 Question 24 Are you able to travel by car, van, or bus to the clinic center?

- ☐ Read the question to the interviewee.
- ☐ Check "Yes" when the interviewee is able to travel to the clinic.
- ☐ Check "No" when the interviewee is unable to travel to the clinic.
- ☐ Check "Don't Know" when the interviewee is unsure if they are able to travel to the clinic.

3.25 Question 25 Are you on a waiting list to enter a nursing home?

- ☐ Read the question to the interviewee.
- ☐ Check "Yes" when the interviewee is not on a waiting list.
- ☐ Check "No" when the interviewee is on a waiting list.
- ☐ Check "Don't Know" when the interviewee is unable to respond or refuses to answer.

3.26 Question 26 Are you participating in the Atherosclerotic Risk in Communities (ARIC) Study, the Systolic Hypertension in Elderly (SHEP) Study or NHANES III?

- ☐ Read the question to the interviewee.
- ☐ Check "Yes" when the interviewee is participating in one of the studies.
- ☐ Check "No" when the interviewee is not participating in one of the studies.
- ☐ Check "Don't Know" when the interviewee is unable to respond or refuses to answer.

3.27 Question 27 Eligibility Status

At the termination of the questions:

Script: I would like to review the information that you have given me.

Review the responses to determine whether the interviewee is eligible by the study criteria.

When the interviewee is not eligible:

- ☐ Thank you very much for this information. It will be very useful in the study. Only a small number of people are being selected to come to the clinic portion of

this study, but we greatly appreciate your time in effort in completing these questions for us.

When the interviewee is eligible, continue with script inviting them to participate.

- O Thank you very much for this information. We would now like to invite you to participate in the clinic portion of the study. I would like to arrange a convenient time for you to come to the clinic at _____.
Place

Are you willing to participate in this study?

- O Record the individual's response in Question 28.

4 Telephone Eligibility Script

- O Telephone interviewer should have contact log available.

Ask for the designated "index" person. If index person comes to the phone or a household member and refused a home interview, the following scripts should be followed:

4.1 Script A:

Index person refuses:

Interviewer: I need to ask you a few questions: (Proceed with Telephone Eligibility Form).

If index person refuses Eligibility Form questions:

Interviewer: It is important to know if people who don't participate are different from those who do. Could you just tell me how your health has been in the last five years. (Use judgment to determine eligibility status).

Interviewer: Is there anyone else age 65 or over in the household who might be interested in our program?

4.2 Script B:

Non-index refuses for index person:

Interviewer: I appreciate what you're saying, but could "index" come to the phone to verify this information?

Non-index refuses again:

Interviewer: It is important to know if those who don't participate are different than those who do. Could you tell me how "index's" health has been in the last five years? (Complete eligibility status, use judgment).

Interviewer: Is there anyone else age 65 or over in the household who might be interested in our program?